

## HIGH VALUE EXPORTS- REQUEST FOR INFORMATION

Please complete this form and email to Christine Henderson- [chenderson@uwaterloo.ca](mailto:chenderson@uwaterloo.ca)

Your shipment is valued over \$2,000.00 Canadian, which is high value. High value shipments carry greater risk, especially when shipping to foreign countries.

**PLEASE NOTE** – that your shipment may get held by Customs in the receiving country, due to its high value.

It is requested that researchers obtain customs broker details from the consignee. Failure to provide this information may result in your shipment being held for an extended amount of time, additional fees and/or returned packages. Please contact the consignee as soon as possible, and request their broker information, and provide it below:

2Ship Request Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name & Email Address: \_\_\_\_\_

Company's Broker: \_\_\_\_\_

Broker Contact & Email Address: \_\_\_\_\_

**Your signature** confirms that you are acknowledging and approving of any potential delays, additional fees and/or the return of your package if the above information is not provided:

\_\_\_\_\_  
<signature>

\_\_\_\_\_  
<please print name>

Thank you for your cooperation. Should you have any questions, please contact Christine Henderson, Customs Specialist, Procurement & Contract Services – [chenders@uwaterloo.ca](mailto:chenders@uwaterloo.ca)

